

ROUTING AND RECORD SHEET

SUBJECT (Optional) DDS&T's Request for Approval to Acquire Office Space				
FROM: James H. McDonald Acting Deputy Director for Administration		EXTENSION []	NO. DDA 83-1026/2 DATE 17 May 1983	
TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Executive Registry				1. I recommend approval to lease this space with certain caveats.
2.				2. As noted in the DDC&T memorandum, there is only [] square feet involved. The proposed use of this space is by the [] Branch, OSO, which is presently in [] and represents about [] people including [] translators/transcribers. The latter, while having TOP SECRET and SCI clearances, do not have total Agency or staff tickets and are therefore sequestered from the rest of the Branch and office as much as possible. OSO is predicting a T.O. of about [] by September. To squeeze this many people in [] square feet is, to say the least, "sardine like."
3. Deputy Director of Central Intelligence				
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12.	ADDA/JHMcDonald:c [] (17 May 83)			
13.	Distribution: Original PRS - Addressee 1 - ER 2 - DDA 1 - ADDA Chrono			
14.				
15.				

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TRANSMITTAL SLIP		DATE
TO: EXREG		
ROOM NO. 7 E 12	BUILDING Hqs	
REMARKS:		
FROM: DDS&T		
ROOM NO. 6 E 56	BUILDING Hqs	EXTENSION
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		

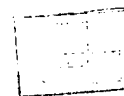
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S E C R E T

DD/A Registry
83-1026/1

8 MAY 1983

DDS&T 368 - 83



MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director of Central Intelligence
Executive Director
Director of Logistics

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Request for Approval to Acquire Office Space

REFERENCE: DDS&T 295 - 83, 15 April 1983; SUBJECT:
Request for Leased Space

1. Approval is requested to expend approximately \$40,000 to lease and renovate 1,920 square feet of office space for use by the Office of SIGINT Operations (OSO).

2. OSO has an immediate requirement to accommodate the additional personnel required to support its approved FY-83 expanded and new SIGINT collection projects and transcribers/translators with external clearances only. The current unavailability of office space at the [redacted] or another Agency building necessitates rental of office space on the local market. I have by Reference requested the Director of Logistics to investigate the possibility of leasing space sufficient to meet their needs through at least FY-84. However, neither of the facilities in question are apt to be available until the September/October time frame and would not be suitable for housing the transcribers/translators mentioned above.

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3. The Office of Logistics has identified office space at the [redacted] which meets OSO's immediate requirements. This space is a certified Special Compartmented Facility and at the same time provides a segregated area where transcribers/translators with external clearances only can work under controlled

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S E C R E T



S E C R E T

SUBJECT: Request for Approval to Acquire Office Space

conditions. Only minor alterations will be required; i.e., installation of a vault and conduits for secure telephones. It is estimated that these alterations will cost approximately \$10,000. The lease cost is \$15 a square foot or approximately \$29,000.

4. In accordance with [] approval is requested for the Office of Logistics to lease and renovate this space with expected occupancy of 1 June 1983. DDS&T will make funds available to pay for the renovation plus the first year's lease cost.

[]
R. E. Hineman

CONCUR

[]
A/Director of Logistics

11 MAY 1983

Date

APPROVED

NOT Approved per attached ER-2686-83
Director of Central Intelligence Date

OSO/EXO [] 2 MAY 83 [] ML-E

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